

Attachment 1: Green Jobs – Pathways Out of Poverty Grant Program

Application Package

Application Submission Contents Checklist

- _____ **A. Application Summary Form with signature and date**
- _____ **B. Application Narrative Form**
- _____ **C. Budget Form**
- _____ **D. Implementation Timeline Form**
- _____ **E. Outcomes Plan Form (with Instructions)**
- _____ **F. Contract Terms and Conditions Sign-Off Form**
- _____ **G. Memoranda of Agreement (if Partnership; see Appendix C of RFR for example)**

Attachment 1A
Application Summary Form
Green Jobs – Pathways Out of Poverty

Applicant Summary:

Name of Lead Applicant Organization/Entity:

Name of Program:

Amount of Funds Requested: \$_____

Targeted Occupation(s):

Contact Person:

Title:

Authorized Signatory Person:

Title:

Street/City/State/Zip:

Phone/Fax:

Email Address:

Program Partnership Organizations:

(if submitting application as a partnership, please list all partners, add rows as needed)

Name of Organization	Role of Partner	Contact Information
Legal Name of Partner	(e.g., employer, union, service provider)	(name, address, tel #, email)

Fiscal Agent for Project:

Contact Person at Fiscal Agent:

Title:

Street/City/State/Zip:

Phone/Fax:

Email Address of Fiscal Agent:

Certification: I hereby certify that the information provided in this application is accurate and that I am duly authorized/empowered to sign contracts on behalf of this organization.

SIGNATURE: _____

DATE: _____

TYPE OR PRINT NAME _____

Program Summary:

Name of Project:									
Total Grant Amount Requested:									
Total Match Amount:									
Total Number of Unduplicated Participants the Project will serve:									
Number of Participants Per Category	<table border="1"><thead><tr><th><u>Category</u></th><th><u># of Participants</u></th></tr></thead><tbody><tr><td>Unemployed</td><td></td></tr><tr><td>Employed Outside Sector</td><td></td></tr><tr><td>Employed in Sector</td><td></td></tr></tbody></table>	<u>Category</u>	<u># of Participants</u>	Unemployed		Employed Outside Sector		Employed in Sector	
<u>Category</u>	<u># of Participants</u>								
Unemployed									
Employed Outside Sector									
Employed in Sector									
*Cost per Participant:	<table border="1"><thead><tr><th>Grant Funds</th><th>Matching Funds</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>	Grant Funds	Matching Funds						
Grant Funds	Matching Funds								
Project Synopsis: (a short description of the project describing the industry need, program goals, program design, services, impact): 									

Information on this Program Summary should correspond to the information listed in your Application Narrative Form.

* Cost per Participant is determined by dividing the total funds in each category (public and matching) by the total number of program participants

Attachment 1B

Application Narrative Form Green Jobs – Pathways Out of Poverty

Applicants must answer all of the questions below. If a question does not apply to your organization/partnership, write “Not Applicable” in the section. Do not skip any questions or change the order of the questions. You may adjust the spacing in each section on this application to accommodate your answers. Do not exceed fifteen (15) pages, with a font no smaller than 11 points, to complete the Application Form. You may use two (2) additional pages to answer question 12, if applicable. **See “Required Components of a Full Application Package” in application, page 13, for other required attachments.**

READ THROUGH ALL QUESTIONS prior to answering any, to avoid duplication of answers. Reviewers will be advised to score applications on both the content and the quality of answers; to assist reviewers in the evaluation of your proposal, please answer all questions as directly, thoroughly and succinctly and possible.

- 1. What occupation(s) within the Clean Energy sector is (are) the focus of your project?**
- 2. Describe the industry’s unmet needs with respect to skilled workers.**
 - What are the specific workforce needs of the employers involved in the partnership initiative?
 - Why are they currently unable to meet these needs?
- 3. If applicant is submitting as part of a partnership, describe the partnership and its structure. (Attach signed MOAs)**
 - a. Who are the partners? How were partners identified and selected?
 - b. Is there a history of relationships or working collaboratively?
 - c. What was the process by which members of the partnership developed the goals for this initiative?
 - d. Delineate roles and responsibilities of each partner.
 - e. How will partnership members communicate and make decisions?
 - f. How will partners be involved with continuous quality improvement?
 - g. Describe the staffing structure of the project.

- h. Attach an organizational chart for the partnership and the staff of the project.

4. What is the population that this initiative will engage?

- a. Identify the target population. Provide demographic information and a description of why the population is an appropriate fit with the targeted occupation(s).
- b. Please describe the employment status of your proposed target population(s). Do you plan to serve participants who are unemployed, underemployed outside the sector, or underemployed inside the sector?
- c. Describe any previous experience working with the target population.
- d. What is your plan for outreach to the target population?
- e. State possible support services needs of workers (e.g. transportation, lack of child care) that could be obstacles to participation or success in the initiative. How will these needs be addressed, so that participation can be maximized?

5. Provide a detailed description of your program design.

- a. List the program components and the service provider for each of the components.
- b. How will participants be recruited, selected and assessed? Will the employers participate in the screening process?
- c. How will education and training be provided (e.g. classroom instruction, OJT, distance learning); where it will take place (e.g. work site); and when it will be offered (e.g. on or off the clock)?
- d. Will the education and training lead to an industry-recognized credential or academic degree? If so, please list the targeted credential(s) or degree(s).
- e. Will career coaching be provided? What is the objective of the career coaching component? What is the average number of hours of career coaching each participant will receive (if applicable)?
- f. Explain how each of the proposed program components will enable participants to develop the skills needed to prepare for the targeted occupations in the Clean Energy sector and to progress along a career path. Please complete Attachment 6 Program Design for each target occupation.
- g. How does the program design relate to the needs of the target population?
- h. Describe any strategies you will utilize to increase opportunities for members of the target population underrepresented in the Clean Energy sector.
- i. Please complete Attachment 7 Project Implementation Timeline. Please use this as a workplan document. Please include development activities (such as selecting

vendors, hiring staff, completing curriculum or service design) as well as a program/course implementation schedule. It is understood that initiatives vary. Some will have very concentrated activity for a few months, while others may be paced to increase the scale of the initiative over the maximum grant period allowed. Be sure that the pace of your initiative is reflected in your spending plan, Attachment 9.

6. What career pathways have been identified within the Clean Energy sector and more specifically, the employers engaged in this initiative?

A visual representation (e.g. chart) can be included to illustrate any career ladder/pathway.

- a. Identify existing career ladders or career pathways you have either chosen or that will be established for this initiative. Provide occupational titles and pay scales for each step of the career ladder and the approximate number of anticipated openings for each occupation.
- b. Identify the education, training, experience, and other requirements needed to achieve each step or level of the career pathway(s).
- c. Do employers in the Clean Energy industry recognize or require any specific credentials or degrees for employment in the targeted occupation(s)? If so, please list them.
- d. If new career ladders/pathways need to be developed, please indicate. Outline the questions that need answering and the process for developing the pathway(s).
- e. Does the partnership plan to develop one or more industry recognized credentials? If so, please describe the anticipated value of any such credentials and the process for developing them.

7. What participant outcomes will your project achieve?

- a. Identify measurable outcomes for participants. (These may include but are not limited to outcomes such as new jobs, number and amount of wage increases, number of promotions, number of participants receiving industry-recognized credentials and/or a degree).
- b. Please complete Attachment 1F Outcomes Plan Form.

8. What business impacts do the employers in your partnership hope to experience as a result of this initiative?

- a. List the impacts.
- b. How do these impacts relate to the proposed program design?
- c. Why are they significant measures for the participating employers? For example:
 - How do they relate to the employers' success in meeting their business objectives?
 - Do they relate to profitability?
 - Do they relate to competitive position in the marketplace?
- c. Describe how your proposed business impacts will address the unmet needs of the employers as discussed in questions 1 and 2.

9. In addition to outcomes for the participants and employers, what systemic impact(s) do you hope your initiative will accomplish? Examples might include:

- new curricula, courses or educational delivery models adopted by an adult education provider, community college or vocational technical school
- new employer practices in supporting employee advancement
- new career exploration resources for job and career seekers and counselors.

10. What additional resources have you identified and/or leveraged for developing, implementing and sustaining components of the initiative when *Pathways Out of Poverty* funds end?

- a. Identify any available or possible public or private resources that might enable you to fully or partially continue the activities supported by the *Pathways Out of Poverty* grant after the end of the contract.
- b. How will you determine which components of the project you will maintain after this initiative is completed?
- c. How will you document and disseminate your design and what you have learned so that other industry workforce development initiatives may replicate or develop similar projects?

11. What technical assistance needs do you anticipate to increase the capacity of the partnership to accomplish your objectives for this initiative?

12. **Partnership initiatives that are currently operating must answer the following questions. **

- a. What were the original goals of the partnership initiative?
- b. Document the success of the previous initiative, including provision of education and training services, planned and actual outcomes, other accomplishments.
- c. In what ways will the partnership initiative be enhanced or expanded with *Pathways Out of Poverty* resources? How will additional funding significantly alter the scale (new employers, new participants) and reach (expanded services along a continuum) of your current project?
- d. What have you learned from your previous activities that you are incorporating into the program design?

Attachment 1C

Budget Form

Complete the attached budget form. Budgets should be completed for the period beginning with the start date of your planning project, and ending no later than June 30, 2010. Check to be sure that all figures are correct. Provide a line item narrative detailing the requested funds, as reflected in the budget.

Name of Organization: _____

Date: _____

Category	FY09 Green Jobs Funds	FY09 Other Funds	FY10 Green Jobs Funds	FY10 Other Funds	Description of use of funds
Personell Costs:					
Payroll: Internal Staff					
Fringe: Internal Staff					
Payroll: Participant Stipends/Salaries					
Fringe: Participant Stipends/Salaries					
Program Costs:					
Space Rental					
Telephone & Communications					
Equipment Rental & Lease					
Equipment Purchase					
Postage & Mailings					
Publication/Print/ Copying					
Office Supplies & Materials					
Travel					
Meeting Expenses					
Marketing & Advertising					
Participant Recruitment					
Training Materials					
Support Services:					
Child Care					
Transportation					
Other Costs					
Contracted Services Training:					
Training Consultants					
Training Service Providers					
Administrative Costs:					
Total Project Budget:					
Total Budget Request:	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment 1D

Project Implementation Timeline Form

Please list each project activity (e.g., outreach, recruitment) and training session that will be offered chronologically. If necessary, insert rows into the chart to capture all of the activities/training sessions that you will be implementing. Information listed should match information supplied in your Application Narrative.

[illegible]

Attachment 1E

Outcomes Plan Form Instructions

For each outcome measurement listed in the chart below there are three population types by employment status listed in the columns to the right. Please provide the anticipated number of participants to achieve each outcome measurement for each population type.

The numbered instructions correspond to the outcome plan form below.

1. **Total number of participants enrolled:** Please list the total number of participants, for each population type, to be provided services through the project proposed in this application.
2. **Number of participants enrolled by employer:** Please list the total number of “employed inside sector” participants to be provided services through the project proposed in this application by employer partner. Use the rows below this question (labeled A-C) to include the each employer partner in your project. Please insert additional rows to accommodate all employer partners.
3. **Total number of participants completing at least one training course:** Please list the total number of participants, for each population type, that will complete at least one training course provided through this project.
4. **Total number of participants gaining skill credential as result of training:** Please list the total number of participants that will gain a skill credential as a result of training. A skill credential is a certificate or credential that is either industry-recognized or recognized by your local employer partnership, which once possessed by participants will provide an additional value to employers.
5. **Total number of participants with wage gain as a result of training:** Please list the total number of “employed inside sector” participants that will be provided with a wage gain as a result of their participation in this project.
6. **Average wage increase anticipated:** For those participants designated as “employed in sector” that will receive a wage increase as a result of training, please list the average wage increase anticipated for all participants.
7. **Average wage increase anticipated per targeted occupation:** For those participants designated as “employed in sector” participants that will receive a wage increase as a result of training, please list the average wage increase anticipated for each targeted occupation. A targeted occupation is an occupation that participants will either receive training to advance into (i.e. C.N.As receiving required training to become a LPN) or within (i.e. LPN receiving training to perform additional job duties). Please insert additional rows to accommodate additional targeted occupations.
8. **Total number of participants placed in employment as a result of training:** Please list the total number of participants designated by “unemployed” and “employed outside sector” that will be placed into employment as a result of training.
9. **Average wage at hire:** For those designated “unemployed” and “employed outside the sector” participants, please list the average wage increase anticipated.
10. **Average wage at hire per targeted occupation:** For those designated “unemployed” and “employed outside the sector” participants, please list the average wage increase anticipated for each targeted occupation. A targeted occupation is an occupation that participants will either receive training to advance into or within. A targeted occupation is an occupation that participants will either receive training to advance into (i.e. C.N.As receiving required training to become a LPN) or within (i.e. LPN receiving training to perform additional job duties). Please insert additional rows to accommodate additional targeted occupations.

11. **Total number of participants with promotion as a result of training:** Please list the total number of participants designated as “employed in sector” that will receive a promotion as a result of participation in this project.

Attachment 1E

Outcomes Plan Form

Outcome Measurement	Population Type by Employment Status		
	Unemployed	Employed Outside Sector	Employed in Sector
1. Total number of participants enrolled			
2. Number of participants enrolled by employer			
A. Employer 1: (fill in employer name)	NA	NA	
B. Employer 2: (fill in employer name)	NA	NA	
C. Employer 3: (fill in employer name)	NA	NA	
3. Total number of participants completing at least one training course			
4. Total number of participants gaining skill credential as result of training			
5. Total number of participants with wage gain as a result of training	NA	NA	
6. Average wage increase anticipated	NA	NA	
7. Average wage increase anticipated per targeted occupation (if applicable)			
A. Targeted occupation 1:(fill in occupation)	NA	NA	
B. Targeted occupation 2:(fill in occupation)	NA	NA	
8. Total number of participants placed in employment as a result of training			NA
9. Average wage at hire			NA
10. Average wage at hire per targeted occupation (if applicable)			
A. Targeted occupation 1:(fill in occupation)			NA
B. Targeted occupation 2:(fill in occupation)			NA
11. Total number of participants with promotion as a result of training			

Attachment 1F

Contract Terms & Conditions Sign-Off Form

The signatory representing the parties to this Application certify that they have read, understood, and hereby agree to comply with the Executive Office of Energy and Environmental Affairs' standard Contract Terms & Conditions if awarded funds from the *Green Jobs – Pathways Out of Poverty* grants and will operate its partnership project subject to these Terms & Conditions.

Certification: I hereby certify that I am duly authorized/empowered to sign contracts on behalf of this organization.

SIGNATURE

DATE

TYPE OR PRINT NAME

POSITION/TITLE